

NAVIGATING THE HDLC



Mission of the HDLC



- To promote historic districts and landmarks for the educational, cultural, economic and general welfare of the public through the preservation, protection, and regulation of buildings, sites, monuments, structures, and areas of historic interest or importance within the City of New Orleans
- To safeguard the heritage of the City of New Orleans by preserving and regulating historic landmarks and districts which reflect elements of its cultural, social, economic, political and architectural history.
- To preserve and enhance the environmental quality of neighborhoods

Why do we preserve historic resources?



- To maintain the historic fabric and rich history that our ancestors left behind.
- To recognize and celebrate contributions to the built environment made over course of the city's history.
- To maintain a shared sense of place.
- To connect the present with the past through our shared architectural heritage.
- To value historic structures, the resources they were crafted with and the artisans that constructed them.
- Cultivate a sense of pride and ownership for our community.

*I own a
property in
a Historic
District*

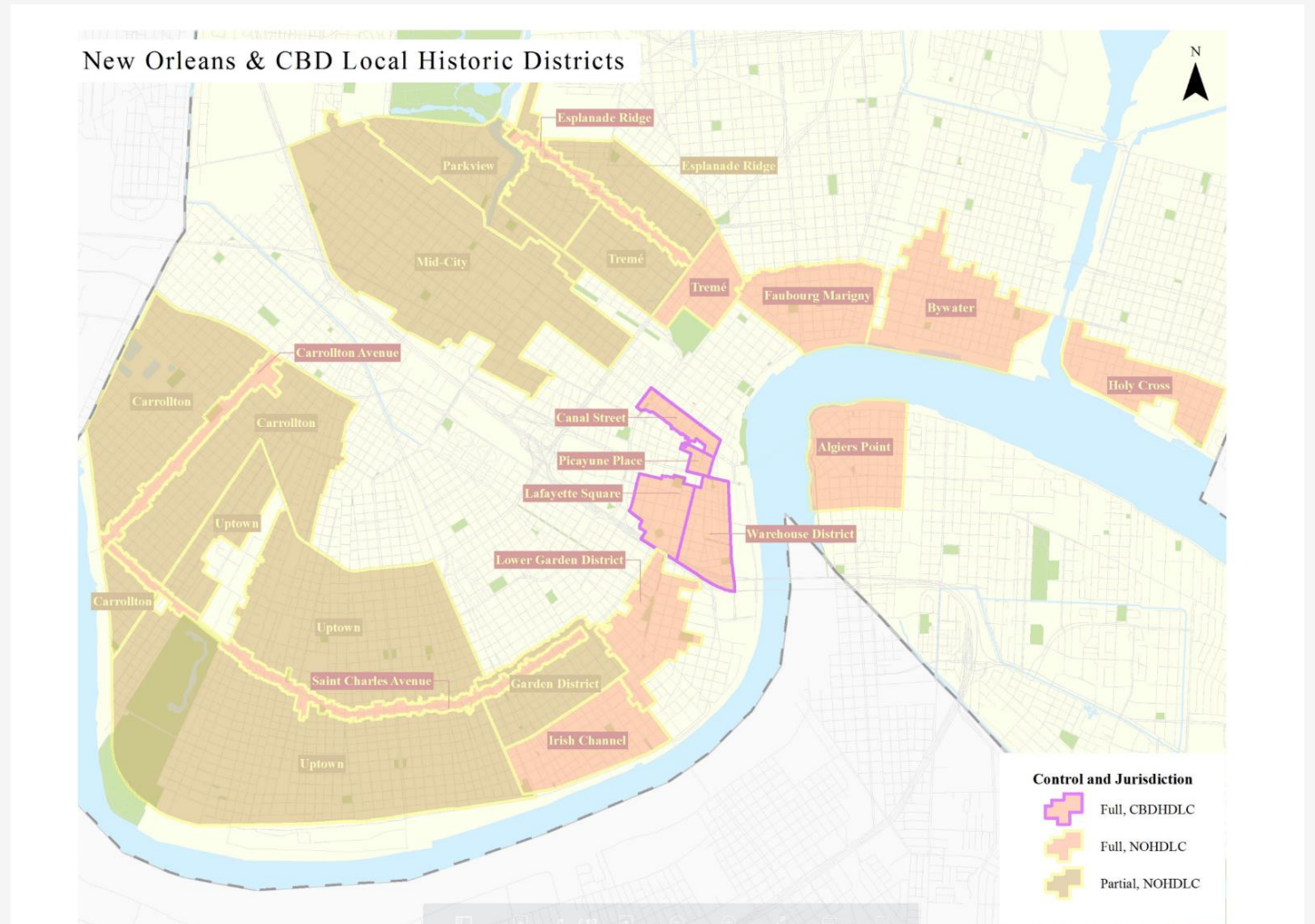
*What do I
do?*



First off....

Don't Panic!

HDLC Historic Districts



HDLC Districts and their Jurisdiction

Historic District	Full Control Buildings - (2017)	Partial Contr Buildings - (2017)	Full Control	Demolition	Demolition b Neglect	New Construction	Review and Comment
Algiers Point	1,498		■				
Bywater	2,245		■				
Canal Street	89		■				
Carrollton		8,832		■			
Carrollton Avenue	316		■				
Esplanade Ridge		2,100		■	■		■
Esplanade Avenue	370		■				
Faubourg Marigny	734		■				
Garden District	1,024			■	■	■	
Holy Cross	1,167		■				
Irish Channel	2,025		■				
Lafayette Square	134		■				
Lower Garden District	1,117		■				
Mid-City		5,216		■			
Parkview		1,871		■			
Picayune Place	117		■				
St. Charles Avenue	562		■				
Treme							
Riverside of Clairborne Avenue	774		■				
Lake Side of Clairborne Avenue		1,358		■	■		■
Uptown		14,994		■			
Warehouse District	116		■				
HDLC Regulated Buildings 47,719	11,324	36,395	Based on 2017 building totals - subject to change				

The HDLC does not have jurisdiction over:

- Publicly owned property
 - Schools, gymnasiums,
fire stations courthouses,
neutral grounds, sidewalks
parks.



- Natural landscaping
 - Trees, shrubs, on private property
- Paint color



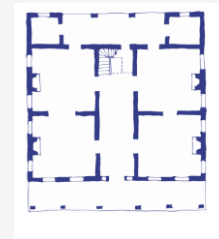
Step 1: Building Type & Style

- Understanding the building type and architectural style of the building you are working with will aid in your understanding the HDLC Design Guidelines
- Building type refers to the floor plan and massing of a building. For example:

- Single Shotgun



- Center Hall Cottage



Building Type & Style

- Architectural Style refers to the type of interior and exterior details applied to the building type that reflect the popular architectural tastes of the era.

Eastlake Style



Arts & Crafts Style



Step 2: Building Rating



S

Significant: Resources that are of national importance or major state, regional or local significance (*Formerly Purple and Blue rated properties*)



C

Contributing: Resources which are integral components of the City because they are historically or architecturally significant (*Formerly Green, Red and Gold rated properties*)



N

Non-Contributing: Resources which are not historically or architecturally significant (*Formerly Grey or Black rated properties*)



The Design Guidelines

- Latest version adopted February 1, 2019
- Based on the Secretary of the Interior Standards for Rehabilitation
- Their development was an open and transparent process that involved a great deal of community and stakeholder input
- Reflect the agreed upon standards produced and adopted by the Commission and the City Council
- Organized by building element, for example:
 - Chapter 5: Roofing
 - Chapter 9: Porches, Balconies, Galleries
- Can be found on HDLC website www.nola.gov/hdlc



How do the Design Guidelines Work?

Window Type, Configuration and Style Review	
Replace existing windows with true divided light windows to match existing	
S C N	HDLC Staff review.
Install historically inappropriate window type or configuration	
S C	Commission appeal.
N	HDLC Staff review.

- Guidelines are based on the rating of the structure
 - The higher the rating – the less flexible the guidelines

Levels of Review



Staff Review

Repairs/replacement in kind

Window replacement

Lighting, fencing, paving, solar panels, signage

Accessory structures under 500 square feet

ARC Review

New Construction, additions, major alterations

Accessory structures over 500 sq ft

Storefront replacement

Commission Review

Demolition, New Construction, additions. Major alterations, Items that do not meet the Guidelines.

How to submit a successful application to the HDLC?

Successful applications have the following things in common:

- Applicant has reviewed the HDLC Design Guidelines prior to submitting an application.
- The work applied for follows the HDLC Design guidelines
- Applicant has reached out the Plans Examiner prior to application to discuss the proposal.
- The proposal meets Building code and zoning requirements
- The scope of work is detailed and comprehensive
- Photographs of the items in question are submitted
- Measured drawings are accurate and comprehensive
- Specification sheets and/or shop drawings for new items (Windows, lighting, shutters, doors) are submitted

What if I have questions?



www.nola.gov/hdlc

en-us/

Historic District Landmarks Commission

Historic District Landmarks
Commission

Map

How To Apply

Commission Meetings & Agendas

Design Guidelines

HDLC Mission & Ordinances

Document Library

Commissioners & Architectural Review
Committee

FAQ

Historic Landmarks

Contact Us

Report a Violation

Request an Inspection

HDLC STAFF & COMMISSION CONTACTS

General Contact Information

1300 Perdido St, 7th floor
New Orleans, LA 70112

Hours of Operation:

Monday–Thursday

8:00am–5:00pm

Friday: 8:00 a.m.–3:30 p.m.

Phone: (504) 658-7040

Applications

HDLC Building Plans Examiners review and approve all work to the exterior of buildings located in a historic district. Each plans examiner covers several historic districts. If you do not know your district, click [here](#).

FOR APPLICATIONS IN

- Irish Channel
- Lower Garden District
- Warehouse District
- Uptown Landmarks

Please contact Anna Pernas, Building Plans
Examiner, apernas@nola.gov. (504) 658-7044.

FOR APPLICATIONS IN

- Bywater
- Holy Cross
- Mid-City
- Parkview

Please contact Alex Nassar, Building Plans
Examiner, anassar@nola.gov. (504) 658-7048.

FOR APPLICATIONS IN

- Uptown
- St. Charles Avenue
- Faubourg Marigny
- Downtown Landmarks

Please contact Carol Knight, Building Plans
Examiner, cknight@nola.gov. (504) 658-7047.

FOR APPLICATIONS IN

- Algiers Point
- Canal Street
- Picayune Place
- Lafayette Square

Please contact Emily VanDoren, Building Plans
Examiner, eavandoren@nola.gov. (504) 658-7050.

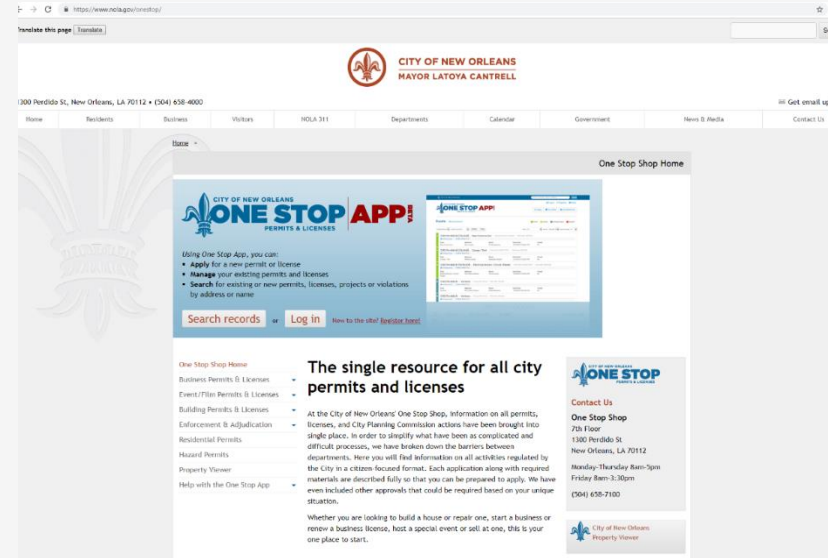
FOR APPLICATIONS IN

- Carrollton
- Garden District
- Treme
- Esplanade Ridge

Please contact Wendy Cargile, Building Plans Examiner
wcargile@nola.gov. (504) 658-7055.

Apply online at: onestop.nola.gov

*How do I
submit an
application?*



Or apply in person at the 7th floor of City Hall



Staff Approvable Work



- If the proposed work is Staff approvable as per the HDLC Design Guidelines, a Certificate of Appropriateness (CofA) can be issued quickly.
- The approval process goes faster if the application includes a detailed scope of work and all of the supportive information is submitted at the time of application
- Some staff approval items require review by the Architectural Review Committee

What is the ARC?

- Architectural Review Committee (ARC)
 - 3-5 volunteer licensed architects that meet monthly to review work and make recommendations to the Commission.
 - Recommendations are based on HDLC guidelines.
 - Review new construction, additions, and major alterations.
 - Meetings are held once a month, are public and open to public comment regarding the design.
 - Meet in the 8th Floor conference room of City Hall
 - Each application of given a 10-20 minute appointment
 - Members of the public may speak regarding applications before the ARC
 - Recommendations of the ARC may be appealed to the Commission



My proposal requires ARC approval, What do I need?

- A design professional that is familiar with the procedures and guidelines of the HDLC
- Completed application submitted by the deadline
- Detailed, measured drawings including site plan, floor plans, elevations, roof plan and context drawings
- If a building is being altered: drawings of the existing conditions as well as proposed conditions
- Historic photographs if needed



ARC Meeting



- Applicant presents their proposal.
- ARC discusses the proposal and makes recommendations.
- Public comment
 - Members of the public are allowed to speak in support or opposition to the proposal. 2 minutes per speaker
- A motion is made for approval, denial or deferral
- Staff sends a letter the following week summarizing the recommendations of the ARC and the next steps in the process.

Then what Happens?



- The majority of items reviewed by the ARC will be forwarded to the Commission for final conceptual approval.
- The Commission meets once a month at a public hearing in the City Council Chamber.
- Items with ARC approval are placed on the Consent Agenda and are voted on in-globo at the beginning of the meeting
- All other items are placed on the Regular Agenda
 - Items that require Commission review
 - Appeals of ARC recommendations

Commission Meetings



- Staff presents Property Summary Report (PSR)
 - Staff outlines case and Commission's guidelines
- Applicant makes a presentation
- Public comment
 - 5 minutes for proponents (up to 2 min/speaker)
 - 5 minutes for opponents (up to 2 min/speaker)
 - 2 minutes for rebuttal by applicant
- Motions
- Discussion on the Motion
- Voting
- Explanation of appeal rights

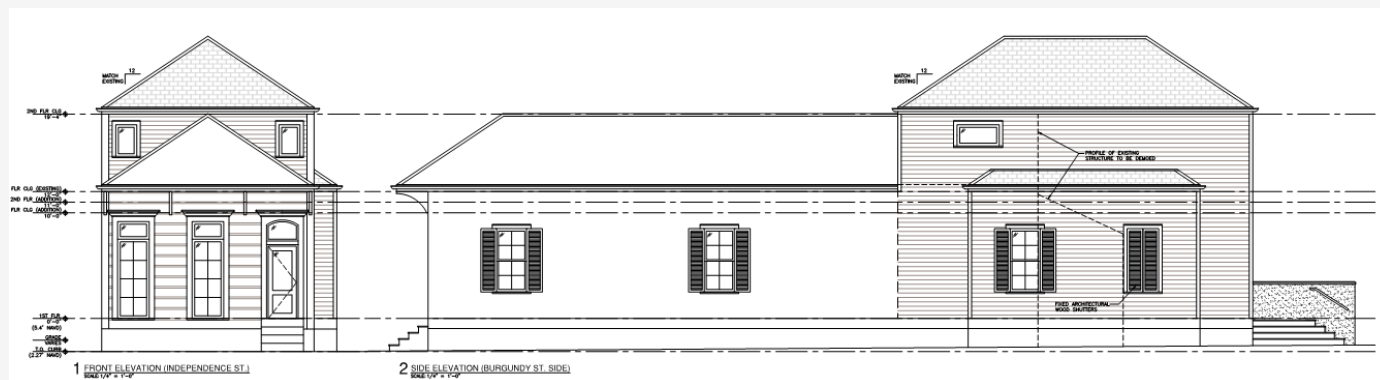
What is the definition of Demolition?

- Structural removal of more than 50% of the exterior wall area.
- Removal of more than 50% of the roof structure.
- Structural removal of more than 25% of the primary façade.

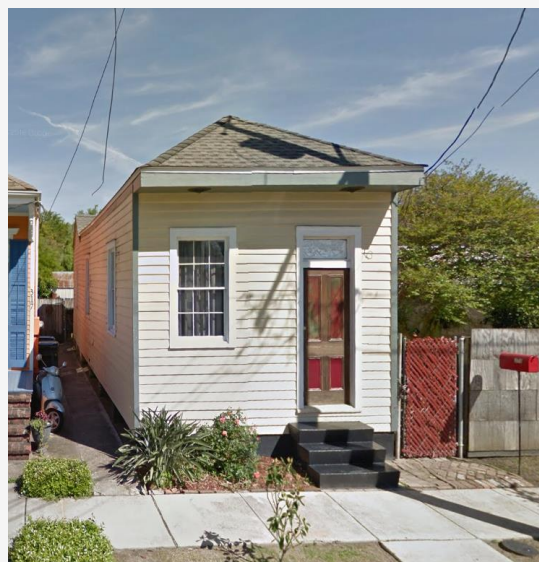
Does not include ordinary repairs and maintenance, restructuring or interior renovations




Do



Don't



What happens after the Commission Meeting?

- The Staff sends a letter following the Commission meeting stating the Commission's actions and including a list of detailed drawings required for final approval.
 - The applicant then submits the final detailed drawings. The Staff reviews the drawings and notes corrections, omissions and errors and returns them to the applicant
 - The applicant then submits final, corrected detailed drawings. The HDLC staff will stamp these drawings and issue a Certificate of Appropriateness.
 - Safety and Permits issues a Building Permit.
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What Inspections do I need?



- The HDLC recommends that you have the HDLC out to view the project during framing and window installation to ensure that these items are done correctly.
- A final inspection from both HDLC and Safety and Permits is required to receive a Certificate of Occupancy. You may request a final inspection via email. Online or by telephone.
- Once a final inspection is performed, the inspector will work with you to address any issues.